

AUTOMOTIVE MECHANIC

DEPARTMENT: City of Elmira, Schools
CLASSIFICATION: Non-Competitive
LABOR GRADE: CSEA
ADOPTED: 05/69
REVISED: 09/07/93; 01/06/97; 02/03/97; 05/03/99; 02/03/2004
BY: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: Works as an Automotive Mechanic in the repair and maintenance of vehicles, trucks and related equipment. Equipment including, but not limited to, engine powered string trimmers, lawn mowers, water pumps, blacktop tamps/road surfacing equipment and emergency generators/equipment. This is skilled work involving responsibility for efficient and proper performance of a variety of automotive repair, maintenance welding and machinist tasks. General instructions are received regarding what tasks to perform, permitting some leeway for planning the details of each assignment. Immediate supervision may occasionally be exercised over the work of helpers or laborers.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Performs thorough preventive maintenance service and subsequent repairs to all types of gas/diesel/propane vehicles and equipment;

Performs skilled operations in making general repairs on such motor equipment as automobiles, trucks, tractors, power shovels, graders, sweepers, bulldozers, rollers, compressors, aerial lift trucks and various other types of mechanical equipment;

Operates all types of vehicles and equipment for the purpose of maintenance, diagnosing/repair and verifying the repairs/functions;

Operates aerial lift trucks at heights of 10' to 60' for the purpose of checking operation of all functions during preventive maintenance service/inspections;

Repairs or overhauls transmissions, differentials, water pumps, hydraulic systems, engines as necessary;

Repairs or replaces air/hydraulic brake systems, exhaust systems, transmission clutch/PTO systems and front/rear axles/suspension systems;

Uses test equipment and service manuals to diagnose and repair starting/charging systems, service and repair air conditioning systems, trouble shoot and repair anti-lock brake systems, access computer fault codes and repair computer engine/emission controls and chassis electrical systems;

Operates, on an occasional basis, machine shop equipment, including MIG welders, ARC welders, oxygen-acetylene torch, lathes, grinders, drill presses and other metal working machines to make and repair parts for equipment;

Uses shop computer terminal to look up vehicle PM dates, part numbers, purchase order numbers, vendor phone numbers, generate work orders, etc.;

Makes estimates and prepares requisitions for materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to automotive and other mechanical equipment; good knowledge of the operating principles of both

AUTOMOTIVE MECHANIC

PAGE 2

diesel and gasoline engines; working knowledge of the machinist trade; ability to work from plans and specifications, repair manuals and to follow rough sketches and oral instructions; ability to lay out work for self and others; good motor and hand/eye coordination; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma and three (3) years of experience as an Automotive Mechanic in a general automotive repair shop **or**;
- (B) Possession of an Associates' degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Mechanical Technology or Automotive Technology and one (1) year experience as stated in (A) **or**;
- (C) Possession of a two (2) year Automotive Technology Certificate and one (1) year experience as stated in (A) **or**;
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

- (1) SCT BOCES - During probationary period, must obtain a NYS Commercial Driver's License (CDL) Class B with appropriate endorsements, all applicable NYS inspection License groups.
- (2) City of Elmira - Must possess a NYS Commercial Driver's License (CDL) Class B with appropriate endorsements, all applicable NYS Inspection License groups and ASE credentials at the time of appointment and maintain such license/credentials throughout appointment in this title. Completion of National Safety Council Safe Driving Course prior to completion of probationary period. Within one (1) year of date of appointment, must have ASE Medium/Heavy Truck Technician Certification in four (4) areas: (1) Steering and suspension, (2) Brakes, (3) Drive Train, (4) Diesel engines and; ASE Automobile Technician Certification in four (4) areas: (1) Engine repair, (2) electrical/electronic systems, (3) Heating and air conditioning, (4) Brakes and; Freon Recovery Certification.